

Approved For Release 2002/05/09 : CIA-RDP86-00895R000100140006-3
Based on Record Schedules approved by the U.S. Archivist, the following are
Amendments to the Retention and Disposal statements in the Federal
Register:

CIA - 4 Private Attorney Panel

Records on cleared but never used attorneys are destroyed 1 year after clearance is cancelled. Records of cleared and used attorneys are destroyed when deceased or when services are no longer of interest whichever is earlier. Destruction is by pulping.

CIA - 6 Career Trainee Files

Files are retained for duration of the employee's participation in the Career Training Program, then transferred to the Office of Personnel. Official transcripts are filed in the official personnel folders; remaining material is incorporated into individual's supplemental personnel (soft) file. Unsuccessful applicant records are returned to the Office of Personnel.

CIA - 7 Off-Campus Instructor Applicant Files

Records are destroyed by pulping 3 years after termination of Agency employment.

CIA - 8 Agency Training Record

AMEND: Storage: Machine listing on COM.

Retention and Disposal: Superseded COM reels are destroyed by burning upon receipt of updated reels.

CIA - 9 Language Learning Center Student Files

Files are cut off at completion of training; all but final report is destroyed 90 days after cut off; final report is destroyed 5 years after cut off. Records are destroyed by pulping.

CIA - 10 Language Qualifications Register

Papers are destroyed by pulping and tapes are erased upon inclusion of information in employee's official record.

CIA - 11 Modern Language Aptitude Test Scores (MLAT)

Destroyed upon termination of Agency employment. Unsuccessful applicant records are destroyed after 12 months. Destruction of records is by pulping.

CIA - 12 External Training Files

Destroyed 1 year after employee completes all course commitments. Destruction by pulping.

CIA - 13 Guest Speakers

Records are destroyed by pulping when Agency no longer has interest in speaker.

CIA - 14 Equal Employment Opportunity Complainant Records

Cases resolved within Agency are destroyed by pulping after resolution of case.

CIA - 15 Employee Grievance Folders

Closed cases involving litigation or those establishing precedence of policy are permanent. Closed routine cases are transferred to Records Center for 10 years and returned for review by custodian for cases selected for further retention and inclusion with other permanent cases. Those no longer needed are destroyed by pulping. Index cards assume disposition of case files. File system logs for assigning case numbers are permanent.

CIA - 24 Supplemental Personnel(Soft) Files

Upon intra-Agency transfer, transfer file to gaining component personnel office. Upon separation from Agency, transfer material for inclusion in Official Personnel Folder to Office of Personnel, maintain remaining file 6 months and destroy. Destruction is by pulping.

CIA - 27 Supplemental Personnel (Soft) Files

Upon intra-Agency transfer, transfer file to gaining component personnel office. Upon separation from the Agency, maintain in Division for 2 years then transfer material for inclusion in Official Personnel Folder to Office of Personnel; hold remaining file 6 months and destroy. Destruction is by pulping.

CIA - 32 Consultant and Independent Contractor Records

Records are destroyed by pulping 75 years after birth of individual or 60 years after date of earliest document.

CIA - 38 Congressional Liaison Records

Records for which OLC is office of record are permanent. Non-record or temporary items are cut off annually, transferred to Records Center, recalled after 5 years and screened for selected files which are incorporated into permanent records. Residual material is destroyed by pulping.

CIA - 39 Publications About CIA

Permanent.

CIA - 40 CIA Authors File

Records destroyed when obsolete or no longer needed by pulping.

CIA - 43 Briefing Program File

Destroy 5 years after cut-off. Cut off at end of each calendar year. Screen. Destroy duplicate copies and housekeeping records. Maintain remainder in current file area for 5 years and destroy. Destruction by pulping.

CIA - 44 Foreign Map Sources Files

Destroy data on individual source when procurement action is complete or source potential is ended. Destruction by pulping.

CIA - 46 Academic Relations File

Documentation containing biographic information on scholars with whom the Deputy Director of Intelligence maintains contact for the purpose of exchanging research and analysis are reviewed every 2 years and records are destroyed on individuals no longer associated with the program. Destruction is by pulping.

CIA - 47 Professors and Placement Officers of Selected Colleges

Review annually and destroy records on individuals no longer associated with the activity. Destruction is by pulping.

CIA - 58 Inspector General Research Records

Permanent.

CIA - 59 Unsolicited Correspondence from the General Public
Addressed to the Director or Deputy Director of
Central Intelligence

Subject file of substantive correspondence requiring action beyond acknowledgement reply is permanent. Routine correspondence and acknowledgments are reviewed at 2 year intervals and destroyed by pulping when no longer needed, or destroyed 5 years after original contact if ^Ninterest activated within 5 years, or incorporated into Subject file if interest is activated and case warrants. Employment applications: originals referred to Office of Personnel; duplicates so noted and files cut off annually and destroyed by pulping when 2 years old.

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